

COMMONWEALTH OF MASSACHUSETTS

TOWN OF NORTHFIELD

REGULATIONS
FOR THE
SUBDIVISION OF LAND

April 25, 1973

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GENERAL

1-1 PURPOSE

The Subdivision Control Law has been enacted for the purpose of protecting the safety, convenience and welfare of the inhabitants of the cities and towns in which it is put into effect by regulating the laying out and construction of ways with subdivisions that provide access to lots therein, but which have not become public ways, and ensuring sanitary conditions in subdivisions, and in proper cases parks and open areas. The powers of the Planning Board under Subdivision Control Law shall be exercised with due regard for the provision of adequate access to all of the lots in a subdivision by ways that will be safe and convenient for travel; for lessening congestion in such ways and in the adjacent public ways; for reducing danger to life and limb in the operation of motor vehicles; for securing safety in the case of fire, flood, panic and other emergencies; for insuring compliance with the applicable zoning ordinances or bylaws; for securing adequate provision for water, sewerage, drainage, underground utility services, fire, police, and other similar municipal equipment; for providing street lighting where necessary in a subdivision; for coordinating the ways within a subdivision with each other and with the public ways in the city or town in which it is located, and with the ways in neighboring subdivisions; and for protecting the rural character of the town.

1-2 AUTHORITY

The Northfield Planning Board hereby changes and amends the Northfield Subdivision Regulations which were adopted April 25, 1973 and herewith adopts as the Northfield Subdivision Regulations Sections 1-1 through 9-1 herein, under the authority of G.L. Chapter 41, Section 81(Q).

1-3 SEPARABILITY

If any word, clause, paragraph, sentence or provision of these regulations shall be adjudged not valid, that adjudication shall apply only to the material so adjudged and the remainder of these regulations shall be deemed valid and effective.

1-4 APPLICABILITY

No person shall make a subdivision of any land in Northfield, or proceed with the improvement or sale of lots in a subdivision, or the construction of ways, or the installation of municipal services therein, unless and until a Definitive Plan of such subdivision has been approved and endorsed by the Planning Board.

1-5 CONFORMITY

No subdivision plan shall be approved unless it is in conformity with the Northfield Zoning By-Laws.

1-6 DWELLINGS PER LOT

Not more than one building designed or available for dwelling purposes shall be erected, or placed, or converted to use as such on any lot in a subdivision without the consent of the Planning Board, and such consent will be conditional on the providing of adequate ways furnishing access to each building site in the same manner as otherwise required for lots in a subdivision.

1-7 FEE SCHEDULE

- a. Filing fees - \$25.00 per lot on a preliminary plan, \$100.00 per lot on a definitive plan; if no preliminary plan is filed then the fee is \$250.00 per lot on a definitive plan; the filing fee shall be in the form of a certified check or money order, made payable to the "Town of Northfield", or written evidence that said fee has been paid to the Town Clerk.
- b. Consulting fees – up to 3% of the gross cost of the road construction, unless the project involves wetlands, then up to 6%.

DEFINITIONS

In construing these Regulations, the definitions in Section 81-L of Chapter 41 of the General Laws shall apply (unless a contrary intention clearly appears). In addition, the following words shall have following meanings:

2-1 APPLICANT

The person who applies for the approval of a Plan of a proposed subdivision. The applicant or applicants must be the owner or owners of all the land included in the proposed subdivision. If an agent, representative or his/her assigns act for an owner, they must submit a properly executed power of attorney or other written evidence acceptable to the Board. In the case of a general or limited partnership, all partners must join in the application and must submit documentation of the legal existence of the partnership and its authority to do business in Massachusetts. In the case of a trust, all trustees must join in the application and submit documentation of the legal existence of the trust and its authority to do business in Massachusetts. In the case of a corporation, the application shall be made by the President and shall be accompanied by a list of all officers and directors, plus documentation of the legal existence of the corporation and its authority to do business in Massachusetts. An attorney acting on behalf of any applicant shall be licensed to practice law in Massachusetts and shall submit a written statement of representations.

2-2 BOARD OR PLANNING BOARD

The Planning Board of the Town of Northfield, Massachusetts.

2-3 BUILDING

A dwelling, shed, garage or other structure, not to be interpreted as a sewer, water or other utility line.

2-4 CONSULTANTS OR CONSULTING SERVICES

Includes, but is not limited to, architects, biologists and other environmental experts, chemists, engineers, geologists, landscape architects, planners, lawyers, sanitarians, and surveyors.

2-5 DEFINITIVE PLAN

A map of a proposed subdivision, acetate overlays, together with all other forms, documents, drawings, information, filing fees, and reimbursement payments required by these Regulations, submitted to the Planning Board for its approval.

2-6 OWNER

The owner of record as shown by the records in the Franklin County Registry of Deeds or the Land Court.

2-7 SUBDIVISION STREETS

- a. Major Street – a street which collects or may reasonably be expected to collect traffic from several secondary or minor streets, or which handles traffic equivalent to that generated by fifty (50) dwelling units or more, or which serves commercial or industrial abutting property in Northfield or abutting towns.
- b. Secondary Street – a street that carries traffic generated by fewer than fifty (50) dwelling units and no traffic serving commercial or industrial property in Northfield or abutting towns.
- c. Minor Street – a street that carries traffic generated by ten (10) or fewer dwelling units and no traffic serving non-residential abutting property.
- d. Dead End Street/Cul-de-Sac – a public or private vehicular right-of-way which affords the principal means of access to property and which joins another thoroughfare at only one end. Any such thoroughfare, which joins or intersects a dead end street/cul-de-sac, shall have adequate access at both ends from a Town, County or State public way adjacent to the subdivision.

2-8 STATE CONSTRUCTION STANDARDS, MASS. DPW CONSTRUCTION STANDARDS

These specifications are published by the Massachusetts Department of Public Works. They are entitled Standard Specifications for Highways and Bridges, and include all supplements, updates, revisions or future editions covering substantially the same subject matter. All matters left open or undetermined by these specifications shall be specified by the Board on a case by case basis.

2-9 SUBDIVISION CONTROL LAW

General Laws of Massachusetts, Chapter 41 Sec. 81 (K) through Sec. 81 (GG), as amended.

2-10 SUBDIVISION

The division of land into two or more lots so as to create a lot or lots which do not have the required frontage on:

- a. A public way, or a way which the Town Clerk certifies is maintained or used as a public way; or
- b. A way shown on a plan previously approved and endorsed in accordance with the Subdivision Control Law; or
- c. A way in existence when the Subdivision Control Law became effective in Northfield having, in the opinion of the Board, sufficient width, suitable grades and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such lots and the buildings erected, or to be erected thereon.

The following two (2) cases shall not constitute a subdivision:

- (1) Conveyances or other instruments changing the size and shape of lots in such a manner as not to leave any lot so affected without required frontage; and

- (2) The division of a tract of land on which two (2) or more buildings were standing when the Subdivision Control Law went into affect in Northfield into separate lots, on each of which one of such buildings remains standing.

2-11 CLASS OF SUBDIVISIONS

Class 1 Subdivision

- a. A subdivision of more than ten (10) lots.

Class 2 Subdivision

- b. A subdivision of four (4) to ten (10) lots.

Class 3 Subdivision

- c. A subdivision of three (3) lots or less.

2-12 LIMITED REQUIREMENTS PROVISION

A provision whereby the Board may make requirements for a Class 2 or a Class 3 Subdivision less demanding than for a Class 1 Subdivision by means of a special waiver described in Section 9-1 herein. To qualify for the Limited Requirements Provision the proposed subdivision must meet all of the following conditions:

- a. The subdivision must not be contiguous with property subdivided within the past five years and now or previously in common ownership.
- b. The Definitive Plan for the subdivision must contain or refer to covenants that no additional lots will be created within the subdivision, or on land in the same ownership for five years from date of endorsement of approval if such land is contiguous with the subdivision.

2-13 BASIC REQUIREMENTS

No person shall make a subdivision within the meaning of the Subdivision Control Law of any land within the Town or proceed with the improvement or sale of lots in a subdivision, or the construction of ways, or the installation of utilities and municipal services therein, unless and until a Definitive Plan of such subdivision has been submitted to and approved by the Board as hereinafter provided, and subsequently recorded at the Franklin County Registry of Deeds and, in the case of registered land, with the recorder of the Land Court.

2-14 FLEXIBLE DEVELOPMENT

Flexible Development is allowed in Northfield. See Article IX of the Protective Regulation By-laws of Northfield, MA.

PLAN PROCEDURES

3-1 PLAN BELIEVED NOT TO REQUIRE APPROVAL (ANR)

1. Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court, a plan of land, and who believes that his/her plan does not require approval under the Subdivision Control Law, will submit to the Planning Board at a REGULARLY SCHEDULED MONTHLY MEETING the following:
 - a. a reproducible original and two (2) copies of his/her plan; two (2) copies to be kept by the board;

- b. filing fee in the amount of \$30.00 for one (1) lot, \$15.00 for each additional lot shown on the plan; the filing fee shall be in the form of a certified check or money order, made payable to "Town of Northfield"; or written evidence that said filing fee has been paid to the Town Clerk.
 - c. an ANR that does not create any additional lots shall have a filing fee of \$15.00;
 - d. application Form A, appended hereto, signed by the applicant and providing all information requested;
 - e. all supporting evidence necessary to show that the plan does not require approval.
2. If the Board determines that the plan does not require approval, it shall within twenty-one (21) days and without a public hearing endorse on the plan the words "Planning Board Approval under the Subdivision Control Law Not Required". Said endorsement shall be signed by a majority of the Planning Board. If the Board determines that the plan does require approval under the Subdivision Control Law, it shall within twenty-one (21) days of submission of said plan so inform the applicant and return the reproducible original of the plan. The Board shall give written notice of its determination to the Town Clerk. Before the Board makes its determination, it shall review or have a consultant review the correctness of all street information and compliance with the Northfield Zoning By-Laws. If, in the judgement of the Board, consulting services are necessary or appropriate, the applicant shall reimburse the Town for the full cost of such services prior to the endorsement of the plan, not to exceed \$500.00 per lot unless extraordinary circumstances prevail, in which case the applicant will be notified before more money is spent. Where the physical condition or width of a public way, from which the lots shown on the plan have their access, is considered by the Board to be inadequate either to provide for emergency services or to carry the traffic which is expected, in the opinion of the Board, to be generated by such lots, the Board shall determine that the plan does not require approval under the Subdivision Control Law.
3. If the Board fails to act upon a plan submitted under this section or fails to notify the Town Clerk and the applicant of its action within twenty-one (21) days after its submission, the plan is automatically deemed not a subdivision plan and the Town Clerk may so certify.

3-2 PRELIMINARY PLAN – SUBMISSION

- a. It is strongly recommended that a Preliminary Plan be filed for every subdivision, as such a plan will enable the applicant, the Board and other town officials, and the owners of property abutting the proposed subdivision to discuss and clarify the problems of the subdivision before a Definitive Plan is prepared. Plans will be submitted at a REGULARLY SCHEDULED MONTHLY MEETING. An applicant submitting a Preliminary Plan shall furnish the Board with the original of the plan and four (4) copies and submit one copy to the Board of Health.
- b. Filing Fees – See 1-7 (a).

3-3 PRELIMINARY PLAN – CONTENTS

A Preliminary Plan shall be in a scale of 1 inch to 40 feet or other such scale as the Board approves, and shall include the following data:

- a. Subdivision name, boundaries, North point, date, scale, legend, location map and the title "Preliminary Plan".
- b. Name of the owner of record, applicant, and the engineer or the surveyor.
- c. Names of all abutters, as determined by the most recent tax list.

- d. Existing and proposed lines of streets, ways, easements, and any public areas within the proposed subdivision in a general manner.
- e. Proposed system of drainage including adjacent natural waterways in a general manner.
- f. One (1) copy of a Preliminary Development Impact Statement (D.I.S.) addressing potential areas of concern.
- g. Approximate boundary lines of proposed lots with the approximate areas and dimensions.
- h. Names, approximate location, and widths of adjacent streets.
- i. Topography of the land in a general manner.
- j. Location map at a scale of 1" = 1 mile.

3-4 PRELIMINARY PLAN – APPROVAL OR DISAPPROVAL

Within forty-five (45) days of submission of a Preliminary Plan the Board shall notify the applicant and Town Clerk by delivery or registered mail either that the Plan has been approved, or that the Plan has been approved with modifications suggested by the Board and agreed upon by the applicant, or that the Plan has been disapproved. In the case of disapproval the Board shall state in detail the reasons therefor. The action of the Board shall be on two copies of the Plan, referenced and attached to conditions. One copy shall be returned to the applicant and the other retained by the Board. Such approval does not constitute approval of the proposed subdivision, but does facilitate the procedure of securing approval of the Definitive Plan.

3-5 DEFINITIVE PLAN – SUBMISSION

- a. A Definitive Plan shall be submitted when delivered at a REGULARLY SCHEDULED MONTHLY MEETING of the Board. The Town Subdivision Regulations and the Town Zoning By-Laws in effect at the time of submission of the Preliminary Plan shall govern the Definitive Plan if it is duly submitted within seven (7) months.
- b. Filing Fees – See 1-7 (b).
- c. Applicant shall submit original drawing of the Definitive Plan and eight (8) contact prints, dark lines on white background along with Form C. The applicant shall submit one copy to the Board of Health. A certification, giving the date the actual survey was made on the ground, and that such was made in accordance with applicable Northfield Subdivision Regulations. All plans shall be stamped and signed by a Registered Land Surveyor if surveying information is shown, and also by a Registered Professional Engineer if the plan shows the design of the road pavements, water pipes, sewerage or other utilities.

3-6 DEFINITIVE PLAN – CONTENTS

The Definitive Plan shall be clearly drawn on tracing cloth, in black India ink or equivalent, in a scale of 1 inch to 40 feet or other such scale as the Board may approve, and shall show details clearly and adequately. Sheet sized shall be 13 x 24 or 24 x 36 inches, with a three-quarter inch minimum border. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire subdivision. Information to be shown on a separate sheet is marked below with an asterisk. The Definitive Plan shall show the following:

- a. Subdivision name, boundaries, North point, date, scale, benchmark and datum. All elevations shall refer to the U.S.C. & G.S. mean sea level datum.
- b. Registry book and page number of record owner. Names, addresses and telephone numbers of record owner, applicant, surveyor and/or engineer.
- c. Names and addresses of all abutters as they appear on the most recent tax list.

- d. Existing and proposed lines of streets, ways, lots, easements, waterways and public or common areas within the subdivision. The proposed street names shall be shown in pencil until they have been approved by the Board.
- e. Location of all permanent monuments properly identified as to whether existing or proposed. The distance and bearing to the nearest Town, county or state monument on an existing way. Monuments at all points of curvature and changes of direction of street side lines, or where designated by the Board
- f. Location, names and present width of streets bounding or approaching the subdivision.
- g. Suitable space to record the action of the Board.
- h. Lengths, radii and central angles of all curves in lot adjoining land of applicant not included in the subdivision.
- i. Areas of lots with lot numbers and areas of other adjoining land of applicant not included in the subdivision.
- j. * Any storm drainage system, existing or proposed, shall be shown on a separate sheet. Drainage calculations, prepared by the applicant's engineer, shall include design criteria, drainage area(s) and all information necessary to enable the Board to check the size of any proposed drain, culvert or bridge. The plan shall show invert and rim elevations of all manholes and catch basins within the subdivision at 100-foot intervals. Surface elevation and approximate depth of water shall be given for manholes, catch basins and at any point where a drainage structure discharges into a waterway. (See 6-10)
- k. Six (6) copies of D.I.S., if required.
- l. Sufficient data to determine readily the location, bearing and length of every street and way line, lot line and boundary line, and to reproduce same on the ground. All bearings to be referred to true meridian where necessary.
- m. * When the subdivision will include a sewer system, it shall be shown on a separate plan in three copies which shall include invert elevations, profile plans, locations of manholes and material specifications.
- n. Location and results of soil tests as required by the Board of Health if individual sewage disposal systems are proposed. These soil tests, where required, shall be made on each lot within the subdivision by and at the expense of the subdivider, and shall be made in accordance with Northfield Board of Health rules and the State Sanitary Code, as applicable.
- o. * Location plan showing the placement of the subdivision in Town, in a scale of one (1) inch to 1 mile.
- p. Water courses, marshes, flood plains, wetland resource areas, rock outcroppings, trees of over 20 inches in diameter, and other significant natural and historical features.
- q. * Location of all the following improvements: street paving, all utilities, gutters, storm drainage lines, all easements, and fire hydrants (if any), on a separate sheet.
- r. A legend denoting any signs and symbols used on the Plan and not otherwise explained.
- s. * To enable the Board to make a sound determination of the prospective character of the proposed subdivision and to establish the extent of municipal services and other installations which would be required therein, the subdivider shall furnish the Board at the time of submission of Definitive Plan a statement on a separate sheet, with three copies thereof, detailing the number and location of existing and proposed buildings within the subdivision, and the number of dwelling units therein.
- t. A plan for a subdivision of land covered by an existing plan shall show clearly the area or areas which are being replotted, and shall show the file numbers and dates of filing of previous plans in the same area.

3-7 DEFINITIVE PLAN – PROPOSED STREETS

Profiles and cross sections of proposed streets shall be drawn on a separate sheet and shall show the following:

- a. A horizontal scale of 1 inch to 40 feet.
- b. A vertical scale of 1 inch to 4 feet.
- c. Existing and proposed topography at two (2) foot contour intervals, or such intervals as the Board may require.
- d. Existing and proposed center lines and side lines, with elevations shown every fifty (50) feet, except that in vertical curves elevations shall be shown at twenty-five (25) foot stations and at PVC and PVT.
- e. All existing intersecting walks and driveways shown on both sides.
- f. All elevations will refer to U.S.C. & G.S. mean sea level datum.
- g. Rates of gradient.
- h. Size and location of existing and proposed water mains and their appurtenances, if any, and surface drains and their appurtenances, if any.
- i. Location of water lines, drainage lines and other utilities as well as required new waterways. Sizes and materials of all pipes shall be shown as well as inverts of all pipes at each manhole or catch basin, together with invert elevation and rim elevation of each manhole and catch basin. Cross sections shall show cuts, fills, subgrade, finished surface, shoulders, curbs, berms, gutters and slopes.

3-8 DEFINITIVE PLAN – REVIEW BY THE BOARD OF HEALTH

The Board of Health shall report to the Planning Board in writing within 45 days of original submission approval or disapproval of said plan. If the Board of Health disapproves said plan, it shall make specific findings as to which, if any, of the lots shown on the plan cannot be used for building sites without injury to public health, and include such findings and reasons therefor, in such report, and where possible shall make recommendations for the adjustment thereof, and shall send a copy of the report to the applicant.

3-9 DEFINITIVE PLAN – REVIEW BY OTHER OFFICIALS

Upon submissions of a Definitive Plan the Board shall transmit for review one copy each to the Board of Selectmen, Fire Department, Superintendent of Roads, Sewer Commission, Conservation Commission, and appropriate Water District or Company, if any.

3-10 DEFINITIVE PLAN – PUBLIC HEARING

Before approval of the Definitive Plan is given, a public hearing shall be held before the Board. Notice of such hearing shall be given by the Board by advertisement in a newspaper of general circulation in the Town of Northfield once in each of two successive weeks, the first publication being not less than fourteen (14) days prior to such hearing. A copy of said notice shall be mailed to the applicant and to owners of land abutting upon the proposed subdivision as appearing in the most recent tax list.

3-11 DEFINITIVE PLAN – BOARD DECISION

Within ninety (90) days of submission of a Definitive Plan (if a preliminary Plan has not been submitted – 135 days), the Board shall notify the Town Clerk and the applicant by delivery or by registered mail of its action, unless the applicant requests an extension of time and such request is granted by the Board. Failure of the Board to take such action and/or make such notification within the period specified shall be deemed an approval of

the plan. The action of the Board with respect to such plan shall be by vote of the majority of the Board.

- a. Approval: Approval, or modification and approval, if granted, shall be endorsed on the original drawing of the Definitive Plan by the signatures of a majority of the Board after the twenty (20) days, provided that no notice of appeal has been filed with the Town Clerk, and an acceptable performance guarantee has been provided by the applicant.
- b. Disapproval: If the Board disapproves the Definitive Plan it shall state in detail wherein the plan does not conform to the Northfield Subdivision Regulations, or the Subdivision Control Law, or the recommendations of the Board of Health, and shall revoke its disapproval and approve a plan which, as amended, conforms to such regulation, law or recommendation.
- c. Town Acceptance of Street: Approval of the Definitive Plan does not constitute the laying out or acceptance by the Town of Northfield of streets within a subdivision, which action is reserved to the Town Meeting.

3-12 DEFINITIVE PLAN – APPEAL

Appeal of a decision of the Board may be made to the Superior Court, in accordance with G.L. Chap. 41, Sec. 81 (BB).

3-13 DEFINITIVE PLAN – RECISION

Among the conditions under which the Board may rescind approval of a Definitive Plan are the following:

- a. Material misrepresentation of facts in securing approval of a plan, whether willful or otherwise.
- b. Failure of the subdivider to record the Definitive Plan, and related documents that require recording, and provide the Board with a receipt within six months of endorsement of the plan.
- c. Failure of the subdivider to commence required construction within a period of two years from the date of endorsement of approval of a plan.

PERFORMANCE GUARANTEE

4-1 PERFORMANCE GUARANTEE – METHOD

Before the endorsement of approval on a Definitive Plan the applicant shall either: (1) File a performance bond or deposit of money or negotiable securities in an amount determined by the Board to be sufficient to cover the cost of all or any part of the improvements specified in Section 6 herein, plus a ten percent contingency factor; or (2) Follow the procedure outlined in subparagraph (b) below; or, (3) In part by one and in part by the other, which may from time to time be varied by the applicant.

- a. Approval With Bonds or Surety: The applicant shall either file a performance bond or a deposit of money or negotiable securities in an amount determined by the Board to be sufficient to cover the cost of all or any part of the improvements specified herein not covered by a covenant under subparagraph (b) below. Such bond or security, if filed or deposited, shall be approved as to form and manner of execution by the Town Counsel and as to sureties by the Town Treasurer, and shall be contingent upon the completion of such improvements within two years of the date of the bond.
- b. Approval With a Covenant: Instead of filing a bond or depositing security, the applicant may request endorsement of approval on the Definitive Plan on condition that a

covenant running with the land has been inscribed on the Plan, or a separate instrument referred to on the Plan, and has been duly executed and recorded in accordance with G.L. Chap. 41 Sec. 81 (U). Such covenant shall provide in part that no lot may be built upon or sold until all of the improvements required in these Regulations have been completed and approved as hereinafter provided. (See 3-13 (b)).

4-2 PERFORMANCE GUARANTEE – REDUCTION

The penal sum of a bond or deposit held under Section 4-1 (a) above may, from time to time, be reduced by the Board and the obligations of the parties thereto released by said Board in whole or in part. If release is by reason of covenant, a new plan of the portion to be subject to covenant may be required.

4-3 PERFORMANCE GUARANTEE – RELEASE

Upon completion of the improvements required under Section 6 herein, the subdivider shall send by registered mail to the Town Clerk and Planning Board, a written statement that the said improvements have been completed in accordance with the requirements of Section 6 herein, and that all costs due the Town of Northfield by the subdivider have been paid as required, and that the Definitive Plan and all related instruments which require recording have been recorded at the Franklin County Registry of Deeds. If the Board determines that said improvements have been completed as required, and that all costs due the Town have been paid, and recording requirements have been met, it shall release the interest of the Town in such bond or deposit to the person who furnished same; or in the case of a covenant, release the covenant in a form suitable for recording.

4-4 PERFORMANCE GUARANTEE – RELEASE WITHHELD

If the Board determines that any requirements have not been completed, it shall so advise the subdivider within forty-five (45) days by registered mail, (along with a copy to the Town Clerk) and shall withhold release of any bond, deposit or covenant. If the Board fails to so advise the subdivider within forty-five (45) days after receipt by the Town Clerk of the completion of notice of the subdivider, all obligations under any bond shall cease and terminate by operation of Law, and deposit shall be returned, and any covenant shall become void.

DESIGN STANDARDS

5-1 DESIGN STANDARDS – STREET ARRANGEMENT

The proposed streets shall be considered in their relation to existing and planned streets, to topographical and geologic conditions, and to public convenience and safety. They shall provide for:

- a. Appropriate continuation of existing major and secondary streets.
- b. Extension of major and secondary streets into adjoining land.
- c. Discouragement of through traffic on residential streets.
- d. Maximum attractiveness, livability and amenity of the subdivision.

5-2 DESIGN STANDARDS – STREET ALIGNMENT

- a. Street jogs with centerline offsets of less than one hundred and twenty-five (125) feet shall be avoided.

- b. Streets shall be laid out to intersect as nearly as possible at right angles, but in no case shall such intersection be less than sixty (60) degrees.
- c. A four-way intersection shall be the maximum intersection permitted within any subdivision.
- d. Streets shall be located centrally within the street right of way unless approved by the Board.
- e. Intersections of streets will not normally be permitted at intervals of less than three hundred (300) feet.

5-3 DESIGN STANDARDS – STREET SETBACK

Where a proposed street runs parallel to a sideline of adjacent property, the Board may require a right of way setback from the sideline of twenty-five (25) feet.

5-4 DESIGN STANDARDS – STREET GRADE

A street grade of more than eight (8) percent shall not be permitted, except where unusual topographic conditions exist, and only after the Board has given its approval. The centerline grade for any street shall not be less than six-tenths of one percent.

5-5 DESIGN STANDARDS – STREET DIMENSIONS

The following dimensions shall apply to streets in residential subdivisions. The Board may increase these dimensions for business or industrial subdivisions.

	Right of Way	Street Width	Centerline Radius	Curb Radius
Major Street -	60'	24'	500'	30'
Secondary Street -	60'	20'	300'	30'
Minor Street -	50'	20'	100'	20'

5-6 DESIGN STANDARDS – MINIMUM SIGHT DISTANCE

Design speed (MPH)	30	40	50
Stopping distance	200	275	350

(Reference – American Association of State Highway & Transportation Officials (AASHTO))

5-7 DESIGN STANDARDS – DEAD END STREETS

No dead end street shall exceed eight hundred (800) feet in length. The maximum number of lots, or potential lots, fronting on a dead end street shall be eight (8). All dead end streets shall have a turnaround at the end of the street and such turnaround shall have a right of way radius of not less than fifty-five (55) feet, and a roadway radius of not less than forty-five (45) feet; but in the instance of unusual topography, the Board may approve a suitable "L" or "T" turnaround.

5-8 DESIGN STANDARDS – HALF STREETS

Half streets are prohibited. A half street is a portion of a street running astride a common boundary line, said portion being within a subdivision under construction.

5-9 DESIGN STANDARDS – RESERVE STRIPS

Reserve strips prohibiting access to streets or adjoining property shall not be permitted except where such strips shall be in the public interest.

5-10 DESIGN STANDARDS – SEWERAGE DISPOSAL

- a. Sewers – All specifications for design and materials of sewer installation within any subdivision shall be equal to or better than the specifications of the Northfield Sewer Commission.
- b. Septic Systems – All specifications for design and materials for on-site subsurface disposal systems, within any subdivision, shall be equal to the specifications of the Northfield Board of Health.

5-11 DESIGN STANDARDS – WATERCOURSES

The displacement of streams or watercourses from their natural courses and/or into open or covered culverts shall be permitted only with the approval of the Northfield Conservation Commission and the state D.E.P.

5-12 DESIGN STANDARDS – UTILITIES

All utilities shall be placed underground. Utility easements should generally follow lot lines, and shall not be less than twenty feet (20) in width. Installations within the easement shall be as close to the easement centerline as is practical.

5-13 DESIGN STANDARDS – OPEN SPACE AND PARKS

- a. In Class 1 Subdivisions areas for open space, parks and/or playgrounds may be required to be set aside in accordance with G.L. Chap. 41 Sec. 81 (U). Such areas shall be of reasonable size in relation to the area of land being subdivided. If this land is not conveyed to the town by sale or gift within three years after approval of the Definitive Plan, then such land may be incorporated into a subsequent subdivision; and until the time of such determination no building or structure shall be erected on such open space, park or playground without the approval of the Board.
- b. Any such open space, park or playground shall provide at least sixty (60) feet of continuous frontage on a street, and pedestrian ways normally will be required to provide access from each of the surrounding streets, if any, to which the open space, park or playground has no frontage.

5-14 DESIGN STANDARDS – PROTECTION OF NATURAL FEATURES

- a. General: All features such as scenic points, historic sites and similar community assets shall be preserved.
- b. Topsoil: Topsoil removed during the course of construction shall be redistributed and supplemented, if necessary, so as to provide not less than four (4) inches of cover to all areas of the subdivision disturbed, and shall be stabilized by seeding or planting in the manner described in Section 6-11 herein. (See Protective By-Laws, Article XI, General Regulations 11.01, Removal of Natural Materials.)
- c. Wetlands: If a proposed subdivision is adjacent to or includes within its bounds any wetland, flood plain or inland water, the attention of the applicant is directed to Chapters 782 and 784 of the Acts of 1972 (G.L. Chap. 131, Sections 40A and 40 respectively). Further, any person planning to remove, fill or dredge any bank, flat,

- march, meadow or swamp bordering any inland waterway shall give written notice of his intent to the Northfield Conservation Commission and to the state D.E.P.
- d. Trees: The subdivider shall give special consideration to the layout of lots and the position of dwellings on the lots to ensure that large existing trees intended for preservation are protected during the process of grading lots and construction of streets.

REQUIRED IMPROVEMENTS

6-1 REQUIRED IMPROVEMENTS – STREET CLEARING

Unless otherwise required by the Board, the entire street width, shoulders and embankments shall be cleared of all stumps, roots, brush and boulders, and all trees not intended for preservation.

6-2 REQUIRED IMPROVEMENTS – STREET SUBGRADE

- a. All existing material shall be removed to a depth of at least fifteen (15) inches below finished grade for the width of major and secondary streets, and to a depth of at least ten (10) inches for minor streets; except when the existing material is acceptable for use as a gravel base, and provided further that sufficient compactive effort be applied.
- b. The Board shall require the removal of existing material to a greater depth when yielding materials are found at the minimum depth indicated above.
- c. Backfill of approved, stable material shall be used to bring the subgrade to uniform grade at the specified depth.
- d. The subgrade shall be thoroughly compacted before gravel is placed as required I Section 6-3.

6-3 REQUIRED IMPROVEMENTS – STREET FOUNDATIONS

Street foundation shall be gravel, placed and thoroughly compacted as follows:

- a. Major Streets: A first layer containing stones no greater than six (6) inches in greatest dimension to a depth of eight (8) inches. A second layer of crushed stone to a depth of six (6) inches.
- b. Secondary Streets: A first layer containing stones no larger than six (6) inches in greatest dimension to a depth of six (6) inches. A second layer of crushed stone to a depth of six (6) inches.
- c. Minor Streets: A single layer of crushed stone to a depth of ten (10) inches.
- d. Compaction: Street foundations shall be thoroughly compacted and brought to true even grade properly crowned immediately preceding the application of paving material.
- e. Shoulders: Shoulder foundations shall be installed at the same time as street foundation, and as further described in Section 6-5 herein.

6-4 REQUIRED IMPROVEMENTS – STREET SURFACE

The street pavement on major and secondary streets shall be sealed with a coat of bitumen at a rate of one-half (1/2) gallon per square yard. Bituminous concrete pavement Type I-1 shall be installed in accordance with the specifications of the Massachusetts Department of Public Works in two courses over the full street width to a thickness of three (3) inches for major streets, and to a thickness of two and one-half (2 1/2) inches for secondary and minor streets. The street shall be crowned at a slope of one-quarter inch per foot. No paving material shall be applied to subgrade or pavement foundation that is frozen or

saturated with water. Delivery slips for sealing and paving materials shall be retained by the subdivider for the inspection of the Board.

6-5 REQUIRED IMPROVEMENTS – STREET SHOULDERS

Shoulders four (4) feet in width shall be constructed of gravel covered with not less than four (4) inches of loam and shall be constructed and compacted in conjunction with and to the same degree as the gravel base for the road.

6-6 REQUIRED IMPROVEMENTS – STREET EMBANKMENTS

Embankments outside the shoulders shall be evenly grades, and pitched at a slope not greater than 2 horizontal to 1 vertical in cut and 3 horizontal to 1 vertical in fill. Where cuts are made in ledge, other slopes may be determined with the approval of the Board. All earth slopes shall be protected from erosion by planting in the manner described in Section 6-11 herein.

6-7 REQUIRED IMPROVEMENTS – RETAINING WALLS

Retaining walls shall be installed where deemed necessary by the Board and shall comply with the specifications of the M.D.P.W.

6-8 REQUIRED IMPROVEMENTS – GUARD RAILS OR POSTS

Guard rails or posts shall be installed where there is a fill five (5) feet or more with a slope of three (3) to one (1) or more.

6-9 REQUIRED IMPROVEMENTS – CURBS

Where street grade is in excess of four (4) percent, and at catch basins and street intersections, and wherever such protection is deemed necessary by the Board, curbing of Type VA3 or VA4 granite shall be installed in accordance with the specifications of the M.D.P.W.

6-10 REQUIRED IMPROVEMENTS – DRAINAGE

- a. Storm drains, culverts and related installations, including catch basins, paved gutters and manholes, shall be installed within the subdivision as necessary to permit the unimpeded flow of all natural water courses, to insure adequate drainage of all streets, and to intercept storm water along streets at intervals reasonably related to the extent and grade of the area drained. Such installations shall be designed using a twenty (20) year storm basis for storm sewers, and a fifty (50) year storm basis for culverts. No storm sewers shall be under twelve (12) inches in diameter.
- b. Where there is property adjacent to the subdivision, within the same watershed, provisions shall be made for proper protection of all properties by providing adequate drainage.
- c. Where a subdivision is traversed by a watercourse, drainage way or stream, the Board may require that there be provided an appropriate easement of adequate width to conform substantially to the lines of such water course, drainage way or stream at 100 year flood elevation.

6-11 REQUIREMENT IMPROVEMENTS – STREET BORDER SEEDING

Loam shall be placed to a depth of not less than four (4) inches on all shoulders, embankments, and all other areas disturbed by the construction. Grass seed mixture containing not less than seventy-five (75) percent of permanent types shall be placed at the rate of four (4) pounds per one thousand (1000) square feet so as to provide adequate ground cover and prevent erosion. Other types of ground cover may be employed with the approval of the Board.

6-12 REQUIRED IMPROVEMENTS – SIDEWALKS AND PATHS

- a. Sidewalks and/or off-street paths shall be provided where probable use so warrants.
- b. Sidewalks and/or off-street paths shall be five (5) feet wide and shall be located outside the road shoulders. Where sidewalks and/or off-street paths are located outside the right of way, the subdivider shall reserve ten (10) foot wide easements therefor.
- c. Location and grading of sidewalks and off-street paths must be approved by the Board.
- d. Sidewalks and/or off-street paths shall be constructed of a three (3) inch layer of gravel containing no large stones over a non-yielding base, paved with two and one-half inches of bituminous concrete laid in two courses, or better.
- e. Inclusion of bicycle paths within the subdivision will be encouraged.

6-13 REQUIRED IMPROVEMENTS – STREET SIGNS

When street construction is complete, street signs measuring 6 x 24 inches with black letters on white background, or close equivalent, shall be installed on a post at the intersection of any new road or way with existing Town ways under the direction of the Superintendent of Roads. All streets not accepted by the Town shall be so indicated on a smaller additional sign on the same post, marked "Private Way".

6-14 REQUIRED IMPROVEMENTS – STREET LIGHTS

Street lighting, of a type and design approved by the Board, shall be required where conditions warrant such installation.

6-15 REQUIRED IMPROVEMENTS – TREES

The Board encourages, where appropriate, that trees be planted in the subdivision to provide for screening and the improved appearance of the subdivision.

6-16 REQUIRED IMPROVEMENTS – MONUMENTS

Reinforced concrete or granite monuments of not less than sixty (60) inches in length by not less than five (5) inches square, with a drill hole in the center shall be set at all points where permanent monuments are necessary to provide adequate reference points.

6-17 REQUIRED IMPROVEMENTS – WATER SUPPLY

Where existing water mains are available, water pipes and related equipment such as hydrants, if any, and main shutoff valves, shall be constructed to serve all lots on each street in the subdivision, and such installation shall be in conformity to the specifications of the governing water district or company. Where existing water mains are not reasonably accessible, the plan may be approved without provision for street water lines provided: (a) That no lot shall be build upon without the provision of on-lot water facilities specifically

approved by the Board of Health and (b) That such provisions for water for fire fighting are practical and reasonable.

6-18 REQUIRED IMPROVEMENTS – FINAL CLEANUP

Upon completion of all work on the ground the subdivider shall remove all temporary structures, rubbish, and surplus material and shall leave the area in a neat, orderly condition.

6-19 REQUIRED IMPROVEMENTS – EXPENSE

All required improvements shall be completed with no expense or liability to the Town.

6-20 REQUIRED IMPROVEMENTS – INSPECTION

It shall be the responsibility of the subdivider to notify the Board, or its duly authorized agent three days before the date of inspections. Inspections will be made by the Board, or a competent person appointed by them. Inspection of required improvements shall be made as the Board shall require, including inspection of the following:

- a. Underground installations
- b. Street site before laying gravel foundation
- c. Street after compaction of foundation
- d. Finished street installations and furnishings
- e. Trees, loam cover, monuments, street signs and lights
- f. Final cleanup.

7-1 MAINTENANCE OF STREETS

The subdivider shall be responsible for maintaining all streets in a subdivision for a period of two years after release of performance bond or covenant as described in Section 4-3 herein, or until the roads are accepted by the Town Meeting, whichever period is shorter. Maintenance in this case shall mean structural maintenance of streets and their appurtenances at a level not inferior to their condition at the time of release of performance guarantee, as well as seasonal maintenance, such as street sweeping and the removal of ice and snow. To assure such responsibility, the Subdivider shall guarantee the maintenance of the streets in a subdivision in a condition which meets all the requirements of these rules and regulations by posting with the Town a maintenance bond consisting of either a bond with two or more sureties approved by the Town Treasurer or by a surety company bond issued by a company authorized to do business in the Commonwealth, either or both to be in a penal sum as required by the Board to secure the maintenance as herein provided, or by a deposit of money or negotiable securities sufficient in amount, to secure the aforesaid maintenance.

8-1 RECORD PLANS

Upon completion of construction, the subdivider shall file with the Board one complete set of updated plans certified by a registered engineer or registered surveyor, which shall indicate the precise location of all streets, storm drains, sewers, water mains, utilities and monuments, as installed.

9-1 WAIVER

- a. The Board may waive strict compliance with these regulations in cases where such action is in the public interest and not inconsistent with the intent and purpose of the Subdivision Control Law.
- b. All waivers shall be made in writing, and signed by a majority of the Board.

NORTHFIELD PLANNING BOARD
REGULATION

APPLICATION REVIEW FEES – SPECIAL MUNICIPAL ACCOUNT
PLANNING BOARD

1. When reviewing an application for [permit/approval], the Board may determine that the assistance of outside consultants is warranted due to the size, scale or complexity of a proposed project or because of a project's potential impacts. The Board may require that applicants pay a "review fee" consisting of the reasonable costs incurred by the Board for the employment of outside consultants engaged by the Board to assist in the review of an application.
2. In hiring outside consultants, the Board may engage engineers, planners, lawyers, urban designers or other appropriate professionals who can assist the Board in analyzing a project to ensure compliance with all relevant laws, ordinances/bylaws, and regulations.
3. Funds received by the Board pursuant to this section shall be deposited with the municipal treasurer who shall establish a special account for this purpose. Expenditures from this special account may be made at the direction of the Board without further appropriation. Expenditures from this special account shall be made only in connection with the review of a specific project or projects for which a review fee has been or will be collected from the applicant. Failure to pay a review fee shall be grounds for denial of the [application/permit].
4. Review fees may only be spent for services rendered in connection with the specific project from which they were collected. Accrued interest may also be spent for this purpose. At the completion of the Board's review of a project, any excess amount in the account, including interest, attributable to a specific project, shall be repaid to the applicant or the applicant's successor in interest. A final report of said account shall be made available to the applicant or the applicant's successor in interest. For the purpose of this regulation, any person or entity claiming to be an applicant's successor in interest shall provide the Board with documentation establishing such succession in interest.
5. Any applicant may take an administrative appeal from the selection of the outside consultant to the Board of Selectmen. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum, required qualifications. The minimum qualifications shall consist either of an educational degree in, or related to, the field at issue or three or more years of practice in the field at issue or a related field. The required time limit for action upon an application by the Board shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Board of Selectmen within one month following the filing of the appeal, the selection made by the Board shall stand.

